

Job Posting

Position Title: Healthy Families Program Supervisor

Agency: Community Action Partnership

Classification: Non-Exempt

Agency:

Community Action Partnership for Madison County is a private, non-profit, anti-poverty agency that assists individuals and families through a variety of programs. Established in 1983, the agency provides services in Madison, Herkimer and Oneida counties from five office locations. The agency is guided by a strength based philosophy that all individuals and families have strengths and that identifying and building on those strengths makes change possible. Some of the primary programs offered by the agency are Healthy Families, Early Head Start, WIC, Transitional Housing, and Mentoring.

JOB SUMMARY:

- Provide weekly individual supervision. Supervisor is also available on a daily basis to provide support and guidance to workers, and by telephone during evening and weekend hours. The supervisor supports workers to assess risk and imminent danger and to develop an appropriate plan of action, including but not limited to a referral to law enforcement, child protective services, or mental health crisis services. Supervisor may cover cases due to the absence of a worker and be required to provide home visiting services to participants.
- Responsible for the assurance of quality home visiting services, through regular monitoring of the workers' performance. Quality assurance measures include oversight of the scheduling of home visits by workers; shadowing workers during visits with the use of a standardized feedback tool, review of case notes and files, and satisfaction interviews / surveys of participants; review of all documentation for validity prior to submission to data entry required according to the Policies and Procedures.
- Help to facilitate regular team meetings with workers for program planning and case consultations. Participate in monthly trainings, management meetings, and agency or program staff meetings. Assist in hiring, evaluating and ensuring that staff have needed resources, updated curriculum materials, and trainings to grow professionally.
- Act as a representative of Community Action Partnership and to strengthen community partnerships.

QUALIFICATION AND SKILLS:

- Minimum Associates degree, Bachelor's Degree preferred, in Early Childhood, Health or Human Service field. Five years home visiting experience providing services to families and/or young children is required, with clinical supervisory experience preferred.
- Must have nonjudgmental attitude, good critical thinking skills, leadership abilities, ability to motivate others, collaborative skills, good organizational skills and a positive orientation towards learning and teaching.
- Must have valid driver's license evidencing safe driving history and a reliable vehicle.

Candidates must be able to pass an acceptable background check. Employment will be conditional pending the outcome of the check. If you are interested in being considered for this position, please submit your resume and cover letter to: HR@capmadco.org. CAP is an EOE/AAE.